

## NEW HARTFORD YOUTH EMPLOYMENT PROGRAM

The New Hartford Youth Employment program is looking for industrious young men & women ages 14-19 to be matched with local residents & businesses that need seasonal or part-time work done. This program matches youths with residents or businesses that need odd jobs done such as babysitting, lawn maintenance, mowing, painting, gardening, cleaning, copying, filing, organizing, party clean up, cellar and/or attic clean out, moving, leaf raking, snow shoveling etc. Jobs are often short term and the rate of pay is at the discretion of the business or resident.

Residents and local businesses are encouraged to contact the Youth Employment Director if they have a job to offer.

Youths may sign up in person with the Youth Employment Director in the Town Clerk's Office located in Butler Memorial Hall, 48 Genesee Street, New Hartford, NY 13413 or call 733-7500 ext. 2323.

Once registered, the Program Director will try to match the skills offered by the youth, with the appropriate employment opportunity. When a match is found, the youth and employer will be given the name and contact number to reach each other, and at that time the youth will be asked to initiate contact with the employer to determine the rate of pay and hours of work for the job to be completed. The Youth Employment Director will follow up each referral with a phone call to the employer to ensure that there was a satisfactory conclusion to the match, and determine whether a youth will be given additional job referrals. It is important to know that youths will not be employees of the Town, but rather working for individuals within our community.

It is the intent of the program to fill a need in the community by providing a part-time work force in the Town, and to help youths communicate with potential employers and be responsible for constructively planning out the arrangements of employment.

The program runs year round! If you are between the ages of 14 to 19 and have time to offer your energies and skill to residents and/or businesses of New Hartford, or you are a Town Resident and/or Business in need of work done around your home or business, please consider contacting the New Hartford Youth Employment Director Melody K. Fancett at 315-733-7500 ext. 2323 or stop by the Town Clerk's Office between 8:00 A.M. and 4:00 P.M. Monday-Friday, holidays excepted, for more details.